

**Appendix F: Field-based Activities Report**



**Lamar University – M.Ed. in Educational Technology Leadership**

**Field-based Activities Monthly Report - Part 1: Log**

Date: September 2010			Total Internship hours at the start of the month:	349
Week	Functions	Description	Hrs	
1	Week's Activities	Present Tech Bytes for Leaders – Using OWA Email – during Leadership team meeting.	0.5	
	Standard/Indicator	TF-I.A; TF-V.D; TF-VIII.A; TF-VIII.B; TF-VIII.C; TF-VIII.D; TF-VIII.E		
	Communication with Site Mentor	Activities reviewed w/Dr. Harvey via phone & meetings.		
2	Week's Activities	Present Tech Bytes for Leaders – Using Google Calendar; attend E-Rate Coordinator training.	3.5	
	Standard/Indicator	TF-I.A; TF-V.A; TF-V.D; TF-VIII.A; TF-VIII.B; TF-VIII.C; TF-VIII.D; TF-VIII.E		
	Communication with Site Mentor	Activities reviewed w/Dr. Harvey via phone & meetings.		
3	Week's Activities	Combating virus outbreak; upgrading network antivirus/intrusion prevention systems; provide training on virus prevention.	32	
	Standard/Indicator	TF-I.A; TF-I.B; TF-II.C; TF-V.B; TF-VI.D		
	Communication with Site Mentor	Activities reviewed w/Dr. Harvey via emails & meetings.		
4	Week's Activities	Meeting with principals and librarians regarding technology purchasing and classroom integration guidelines and practices.	4	
	Standard/Indicator	TF-I.A; TF-II.A; TF-II.B; TF-II.C; TF-II.D; TF-II.E; TF-VI.E; TF-VII.A; TF-VII.B; TF-VIII.A; TF-VIII.D		
	Communication with Site Mentor	Activities reviewed w/Dr. Harvey via phone & meetings.		
5	Week's Activities	Attend Project Share training session; planning and designing Special Ed Virtualization/Virtual Desktop project. <i>*Internship Project</i>	6	
	Standard/Indicator	TF-I.A; TF-II.A; TF-II.B; TF-II.C; TF-II.D; TF-II.E; TF-II.F; TF-III.A; TF-III.B; TF-VI.B; TF-VI.E; TF-VII.A; TF-VII.B; TF-VIII.A; TF-VIII.E		
	Communication with Site Mentor	Activities reviewed w/Dr. Harvey during Leadership Team Meeting; Internship Project discussed via phone & meetings.		
			Hours worked this month:	46

Allen David Bordelon ET8012 Cohort 5 Field-based Activities Report

Total Internship hours to date including this month:	395
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**Appendix F: Field-based Experience Activities Report**



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**Field-based Activities Monthly Report - Part 2: Reflection**

**Instructions:** In submitting your field-based activity log, you are required to reflect on each of your experiences by completing a reflection in your course wiki/e-portfolio that should contain a minimum of 250 words. These reflections will be used to assist you in completing Week 5 of your EDLD 5388 Internship comprehensive exam/final report. Students should use and cite their textbook references as well as two additional reference when writing each reflection.

Reflections allow you to analyze the Internship activity. The act of reflection is influenced by constructivist theory. In essence, it is a way of thinking that allows you to make adjustments to your beliefs or concepts, to learn from your or other's mistakes, to recognize progress you think you have made, and/or to identify needed changes in attitude, disposition, decision-making, actions, or behaviors.

Reflections must consist of statements regarding:

- ♦ the knowledge you gained from the activity and what Standard(s)/Indicator(s) was associated with the activity.
- ♦ How the activity helped you master the Standard/Indicator.

Reflections may consist of statements regarding:

- ♦ insights into the patterns of interactions of the participants,
- ♦ group processes including: who had power, authority, or influence, who was participating and who was not, who was not included, how did you or another leader draw the silent teachers out, was there confrontation, conflict, consensus, agreement, hurt feelings, etc.
- ♦ notations addressing the affective or feeling tone evident,
- ♦ concerns you noticed,
- ♦ questions you have that you should research or about which you can seek expert advice from your campus-based site mentor or your professor, and
- ♦ issues that puzzle you.

Wiki Name	Wiki URL
ListenToTheNatives	<a href="http://listentothenatives.wikispaces.com/">http://listentothenatives.wikispaces.com/</a>